

REVISED

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**CITY OF MATTOON, ILLINOIS
SPECIAL CITY COUNCIL AGENDA
November 23, 2009
5:00 P.M.**

5:00 PM Personnel Code/Zoning Code Working Session

Pledge of Allegiance

Roll Call

Motion – Approving Council Decision Request 2009-1040: Awarding the bid from S.S.C. Services, Inc. in the amount of \$37,356.80 per year for janitorial services at various City buildings, and authorizing the Mayor to sign the contract. (Rankin)

Council with City staff will review the proposed personnel code update and zoning code updates for Council approval at a later date.

Adjourn

NEW BUSINESS:

City of Mattoon Council Decision Request

MEETING DATE: 11/23/09 CDR NO: 2009-1040

SUBJECT: Awarding bid for janitorial services for city buildings

SUBMITTAL DATE: 11/19/09

SUBMITTED BY: David Wortman, Public Works Director

APPROVED FOR
COUNCIL AGENDA: John Kolata
City Administrator _____
Date

EXHIBITS (If applicable): Exhibit A – Bid tab and specifications and contract
Exhibit B – Bid tabulation sheet

EXPENDITURE	AMOUNT	CONTINGENCY FUNDING
ESTIMATE: \$ 37,356.80	BUDGETED: \$40,000	REQUIRED: N/A

IF IT IS THE WISH OF THE COUNCIL TO SUPPORT RECOMMENDATIONS
CONTAINED IN THIS REPORT, THE FOLLOWING MOTION IS SUGGESTED:

“I recommend authorizing the mayor to sign a contract with S.S.C. Services, Inc. of
Mattoon for janitorial services at various city buildings for the cost of \$37,356.80 per
year.”

SUMMARY OF THE TOPIC FOR WHICH A COUNCIL DECISION IS REQUESTED:

After the discussion at the last city council meeting I met with George Miller, the president of S.S.C. Services. We discussed the removal of the library from the contract and the changing the end date for the contract to May 1, 2010 so it will coincide with the fiscal year. Mr. Miller told me the changes would slightly alter his cost structure and therefore he would need small changes in the line item bids. He submitted a revised proposal which is \$606 dollars per year higher than the original bid. The new proposal can be compared to the original bid in Exhibit B.

For comparison of our current costs versus cost under this contract consider the following. In the general fund we have budgeted \$103,454 in salaries and benefits for the janitors at the city hall and police department and will spend another \$5,000 in cleaning supplies. Under this contract the city costs for those functions will be \$37,356.80, approximately one-third the amount.

Exhibit B

City of Mattoon Janitorial Contract - Specifications

TERM

The contract term will be through May 1, 2010. The contract includes two one-year renewal options at the option of the City, with increases allowed up to the most recent 12 month average increase of the Chicago CPI as monitored by the Bureau of Labor Statistics.

INSURANCE

The Contractor shall procure and maintain, at its own expense, the following insurance:

- a. Worker's Compensation within the minimum statutory limits as provided by Illinois law. Workers Compensation shall include waiver of subrogation in favor of the City, alternate employer endorsement, and name the city of Mattoon as an additional insured on all policies.
- b. General Liability Insurance on an occurrence basis with minimum limits of:
 - \$1,000,000 Bodily Injury per Occurrence
 - \$1,000,000 Property Damage or \$1,000,000 Combined Single Limit

The City of Mattoon shall be listed as an additional insured as regards to operations. Coverage shall include Broad Form Property Damage, Contractual Liability and Completed Operations coverage. The City requires that these aggregate limits be maintained by the Contractor as required. Contractors insurance shall be primary and non-contributory and include waiver of subrogation. It is the responsibility of the Contractor and his insuring agent to provide the City with current certificates throughout the contract period, keeping the required limits in full force and effect.

FIDELITY BOND

The contractor shall produce and maintain, for the term of the contract and provide the City of Mattoon with proof of its existence, a Fidelity Bond with limits of \$25,000 covering the actions of any employees that will be working within any city facility.

BACKGROUND CHECKS

The contractor must submit to the Police Department requested information on any employee scheduled to work in the Police Department or Dispatch Center one week before the employee is scheduled to work. This will be used to perform a background check on the employee. The contractor will be informed if any employee is not allowed to work in those areas due to past criminal activity.

SUPPLIES

Contractor is required to supply all equipment and tools to perform the cleaning services. The city will provide all supplies to be placed for public use; i.e. toilet paper, hand towels, and soap.

Exhibit B

City of Mattoon JANITORIAL CONTRACT SPECIFICATIONS

City Hall (208 N. 19th Street)

Twice weekly – Tuesday & Friday

- Remove trash – all areas
- Vacuum all accessible areas (including door mats)
- Restrooms – clean all toilets, fixtures, sanitize, and stock paper products
- Clean all glass/mirror surfaces including doors
- Clean all table tops
- Sweep and mop all flooring
- Elevator – sweep and mop, clean doors inside and out
- Stairs and Landings – sweep, and mop

Monthly – First Week of Month

- Dust window sills, ledges, counters, tabletops, chairs, baseboards, pictures, and plaques
- Spot clean carpet as necessary
- Dust mop basement hallways
- Wet mop basement hallways

Quarterly – January, April, July, October

- Buff floors

Annually – First week of May

- Strip and wax floor
- Shampoo all Carpeted Areas

Police Department (1710 Wabash Avenue)

Twice weekly – Monday & Thursday

- Remove trash – all areas
- Vacuum all accessible areas (including door mats)
- Restrooms – clean all toilets, fixtures, sanitize, and stock paper products
- Clean all glass/mirror surfaces including doors, table tops
- Sweep and mop all flooring
- Elevator – sweep and mop, clean doors inside and out

Monthly – First Week of Month

- Dust, mop, and wax all tile floor areas, and stairways
- Sally port – clean floor traps

Quarterly – February, May, August, November

- Buff floors
- Shampoo carpet

Annually – Second week of May

- Strip and wax floor

Exhibit B

Dispatch Center (1700 Wabash Avenue)

Weekly – Wednesday

- Remove trash
- Dust, mop and wax floors
- Restrooms – clean toilets, fixtures, wet mop floors, and paper stock
- Clean tabletops and counters
- Clean all glass, windows, and mirrors

Quarterly – February, May, August, November

- Buff floors

Annually – Second week of May

- Strip and wax floor

Raymond Senteney Pistol Range (Lake Road)

Quarterly – February, May, August, November

- Sweep and mop floor
- Dust
- Restrooms – clean toilets, fixtures, wet mop floors, and paper stock
- Clean tabletops and counters
- Clean all glass, windows, and mirrors

Burgess Osborne (1701 Wabash Avenue)

Weekly - Wednesday

- Remove trash
- Vacuum – sweep and mop
- Dust
- Restrooms – clean toilets, fixtures, wet mop floors, and paper stock
- Clean tabletops and counters
- Clean all glass, windows, and mirrors

Quarterly - February, May, August, November

- Buff floors

Annually - Second week of May

- Strip and wax floor

Demars Center (Peterson Park)

Exhibit B

Weekly - Thursday

- Remove trash
- Vacuum – sweep and mop
- Restrooms – clean toilets, fixtures, wet mop floors, and stock paper
- Clean tabletops and counters
- Clean all glass, windows, and mirrors
- Check refrigerator and clean

Quarterly - January, April, July, October

- Buff floors
- Clean stove/refrigerator inside and out

Annually - First week of May

- Strip and wax floor (Tiled area only)
-

Peterson House (Peterson Park)

Quarterly- January, April, July, October

- Vacuum – sweep and mop
- Restrooms – clean toilets, fixtures, wet mop floors, and stock paper
- Clean tabletops and counters
- Clean all glass, windows, and mirrors
- Dust and clean stair rail

Various locations

- Emergency call out for nights and weekends – hourly rate (minimum two hours)

Exhibit B**City of Mattoon - Janitorial Contract Proposal Form**

City Hall (208 N. 19th Street)	Price per cleaning	Number of cleanings	Total Costs
Twice weekly – Tuesday & Friday	\$97.00	104	\$10,088.00
Monthly – First Week of Month	\$89.00	12	\$1,068.00
Quarterly – January, April, July, October	\$45.00	4	\$180.00
Annually – First week of May	\$796.00	1	\$796.00
City Hall Subtotal			\$12,132.00

Police Building (1710 Wabash Ave)	Price per cleaning	Number of cleanings	Total Costs
Twice weekly – Monday & Thursday	\$104.00	104	\$10,816.00
Monthly – First Week of Month	\$179.00	12	\$2,148.00
Quarterly – February, May, August, November	\$395.00	4	\$1,580.00
Annually – Second week of May	\$695.00	1	\$695.00
Police Building Subtotal			\$15,239.00

Dispatch Center (1700 Wabash Ave)	Price per cleaning	Number of cleanings	Total Costs
Weekly – Wednesday	\$38.00	52	\$1,976.00
Quarterly – February, May, August, November	\$24.00	4	\$96.00
Annually – Second week of May	\$95.00	1	\$95.00
Dispatch Center Subtotal			\$2,167.00

Burgess Osborne (1701 Wabash Ave)	Price per cleaning	Number of cleanings	Total Costs
Weekly – Wednesday	\$52.00	52	\$2,704.00
Quarterly - February, May, August, November	\$30.00	4	\$120.00
Annually - Second week of May	\$550.00	1	\$550.00
Burgess Osborne Subtotal			\$3,374.00

Exhibit B

Pistol Range (Lake Road)	Price per cleaning	Number of cleanings	Total Costs
Quarterly – February, May, August, November	\$75.00	4	\$300.00
	Pistol Range		\$300.00

Demars Center (Peterson Park)	Price per cleaning	Number of cleanings	Total Costs
Weekly - Thursday	\$55.00	52	\$2860.00
Quarterly - January, April, July, October	\$60.00	4	\$240.00
Annually - First week of May	\$596.00	1	\$596.00
	Demars Center		\$3,696.00

Peterson House (Peterson Park)	Price per cleaning	Number of cleanings	Total Costs
Quarterly- January, April, July, October	\$75.00	4	\$300.00
	Peterson House		

Various locations	Price per hour	Number of hours	Total Costs
Emergency call out (minimum two hours)	\$14.88	10	\$148.80
	Various Subtotal		\$148.80

City Hall Subtotal	\$12,132.00
Police Building Subtotal	\$15,239.00
Dispatch Center	\$2,167.00
Burgess Osborne	\$3,374.00
Pistol Range Subtotal	\$300.00
Demars Center Subtotal	\$3,696.00
Peterson House Subtotal	\$300.00
Various Subtotal	\$148.80
ANNUAL TOTAL	\$37,356.80

Exhibit B

**City of Mattoon
Janitorial Contract**

1. THIS AGREEMENT, made and concluded the 25th day of November 2009, between the City of Mattoon, Coles County, Illinois, known as the party of the first part, and S.S.C. Services, Inc., known as the party of the second part.

2. WITNESSETH: That for and in consideration of the payments and agreements mentioned in the attached "City of Mattoon Janitorial Contract - Specifications" dated November 18, 2009, made by CITY OF MATTOON; the CONTRACTOR agrees, at its own expense, to do all work, furnish all materials and all labor necessary to complete the work in accordance with the specifications.

3. It is understood and agreed that the "City of Mattoon Janitorial Contract - Specifications" dated November 18, 2009, are all essential documents of this contract and are a part hereof.

4. The Price submitted by the party of the second part and accepted by the City of Mattoon are as listed in the attached Janitorial Contract Proposal Form.

6. IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

CITY OF MATTOON, ILLINOIS

ATTEST

Susan J. O'Brien, City Clerk

By: _____
David W. Cline
Mayor, City of Mattoon

(SEAL)

CONTRACTOR:

By: _____
S.S.C. Services, Inc.
George Miller, President

City of Mattoon - Janitorial Contract Bid Proposal Form		S. S. C. Services Inc. 1301 Piatt Ave, Mattoon, IL Library Removed		S. S. C. Services Inc. 1301 Piatt Ave, Mattoon, IL Original Bid		Kent's Janitorial Service	
City Hall (208 N. 19th Street)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Twice weekly – Tuesday & Friday	104	\$ 97.00	\$ 10,088.00	\$ 97.00	\$ 10,088.00	\$ 132.00	\$ 13,728.00
Monthly – First Week of Month	12	\$ 89.00	\$ 1,068.00	\$ 89.00	\$ 1,068.00	\$ 160.00	\$ 1,920.00
Quarterly – January, April, July, October	4	\$ 45.00	\$ 180.00	\$ 45.00	\$ 180.00	\$ 160.00	\$ 640.00
Annually – First week of May	1	\$ 796.00	\$ 796.00	\$ 696.00	\$ 696.00	\$ 500.00	\$ 500.00
			\$ 12,132.00		\$ 12,032.00		\$ 16,788.00
Police Building (1710 Wabash Ave)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Twice weekly – Monday & Thursday	104	\$ 104.00	\$ 10,816.00	\$ 104.00	\$ 10,816.00	\$ 132.00	\$ 13,728.00
Monthly – First Week of Month	12	\$ 179.00	\$ 2,148.00	\$ 179.00	\$ 2,148.00	\$ 160.00	\$ 1,920.00
Quarterly – February, May, August, Nov.	4	\$ 395.00	\$ 1,580.00	\$ 395.00	\$ 1,580.00	\$ 160.00	\$ 640.00
Annually – Second week of May	1	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 500.00	\$ 500.00
			\$ 15,239.00		\$ 15,239.00		\$ 16,788.00
Dispatch Center (1700 Wabash Ave)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Weekly – Wednesday	52	\$ 38.00	\$ 1,976.00	\$ 38.00	\$ 1,976.00	\$ 40.00	\$ 2,080.00
Quarterly – February, May, August, Nov.	4	\$ 24.00	\$ 96.00	\$ 24.00	\$ 96.00	\$ 40.00	\$ 160.00
Annually – Second week of May	1	\$ 95.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 200.00	\$ 200.00
			\$ 2,167.00		\$ 2,167.00		\$ 2,440.00

City of Mattoon - Janitorial Contract Bid Proposal Form		S. S. C. Services Inc. 1301 Piatt Ave, Mattoon, IL		S. S. C. Services Inc. 1301 Piatt Ave, Mattoon, IL		Kent's Janitorial Service	
		Library Removed		Original Bid			
Burgess Osborne (1701 Wabash Ave)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Weekly - Wednesday	52	\$ 52.00	\$ 2,704.00	\$ 52.00	\$ 2,704.00	\$ 60.00	\$ 3,120.00
Quarterly - February, May, August, Nov.	4	\$ 30.00	\$ 120.00	\$ 30.00	\$ 120.00	\$ 60.00	\$ 240.00
Annually - Second week of May	1	\$ 550.00	\$ 550.00	\$ 450.00	\$ 450.00	\$ 500.00	\$ 500.00
			\$ 3,374.00		\$ 3,274.00		\$ 3,860.00
Pistol Range (Lake Road)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Quarterly – February, May, August, Nov.	4	\$ 75.00	\$ 300.00	\$ 50.00	\$ 200.00	\$ 80.00	\$ 320.00
			\$ 300.00		\$ 200.00		\$ 320.00
Demars Center (Peterson Park)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Weekly - Thursday	52	\$ 55.00	\$ 2,860.00	\$ 52.00	\$ 2,704.00	\$ 70.00	\$ 3,640.00
Quarterly - January, April, July, October	4	\$ 60.00	\$ 240.00	\$ 60.00	\$ 240.00	\$ 60.00	\$ 240.00
Annually - First week of May	1	\$ 596.00	\$ 596.00	\$ 446.00	\$ 446.00	\$ 500.00	\$ 500.00
			\$ 3,696.00		\$ 3,390.00		\$ 4,380.00
Peterson House (Peterson Park)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Quarterly- January, April, July, October	4	\$ 75.00	\$ 300.00	\$ 75.00	\$ 300.00	\$ 80.00	\$ 320.00
			\$ 300.00		\$ 300.00		\$ 320.00

City of Mattoon - Janitorial Contract Bid Proposal Form		S. S. C. Services Inc. 1301 Piatt Ave, Mattoon, IL		S. S. C. Services Inc. 1301 Piatt Ave, Mattoon, IL		Kent's Janitorial Service	
		Library Removed		Original Bid			
Library (1600 Charleston Avenue)	No. of cleanings	Price per cleaning	Total Costs	Price per cleaning	Total Costs	Price per cleaning	Total Costs
Weekly - Monday, Wednesday, and Friday	156	\$ -	\$ -	\$ 67.00	\$ 10,452.00	\$ 80.00	\$ 12,480.00
Weekly - Tuesday	52	\$ -	\$ -	\$ 60.00	\$ 3,120.00	\$ 80.00	\$ 4,160.00
Quarterly- March, June, Sept, December	4	\$ -	\$ -	\$ 156.00	\$ 624.00	\$ 200.00	\$ 800.00
			\$ -		\$ 14,196.00		\$ 17,440.00
Various locations	No. of hours	Price per hour	Total Costs	Price per hour	Total Costs	Price per hour	Total Costs
Emergency call out (minimum two hours)	10	\$ 14.88	\$ 148.80	\$ 14.88	\$ 148.80	\$ 20.00	\$ 200.00
			\$ 148.80		\$ 148.80		\$ 200.00
City Hall Subtotal			\$ 12,132.00		\$ 12,032.00		\$ 16,788.00
Police Building Subtotal			\$ 15,239.00		\$ 15,239.00		\$ 16,788.00
Dispatch Center Subtotal			\$ 2,167.00		\$ 2,167.00		\$ 2,080.00
Burgess Osborne Subtotal			\$ 3,374.00		\$ 3,274.00		\$ 3,860.00
Pistol Range Subtotal			\$ 300.00		\$ 200.00		\$ 320.00
Demars Center Subtotal			\$ 3,696.00		\$ 3,390.00		\$ 3,860.00
Peterson House Subtotal			\$ 300.00		\$ 300.00		\$ 320.00
Library Subtotal			\$ -		\$ 14,196.00		\$ 17,740.00
Various Subtotal			\$ 148.80		\$ 148.80		\$ 200.00
ANNUAL TOTAL			\$ 37,356.80		\$ 50,946.80		\$ 61,956.00
Annual Total with Library removed			\$ 37,356.80		\$ 36,750.80		\$ 44,216.00